

**Transportation Management Center Pooled Fund Study**  
**Member Conference Call**  
**April 16, 2003**

**Minutes**

**1. Introductions and Review of Agenda**

Bill Stoeckert of Connecticut DOT and Robert Copp of Caltrans co-chaired this meeting.

**2. TMC PFS Membership Status and Financial**

Welcome to new members

- Mike Hartman New York State DOT has retired. Paul Barrett and Ed Roberts will temporarily take his place.
- Bill Stoeckert of Connecticut DOT will retire at the end of May.

Review available funding for 2003

- URS will contact agencies that have not yet committed or obligated FY 2003 funds.
- Funding Commitment and Obligation: 14 members have obligated funds for FY 2003, 6 have committed but not yet obligated, and 6 have not committed.
- Expected member commitments through FY 2003 is \$2.46 million. Funding for completed and on-going projects to date total approximately \$1.37 million. Cost for the four projects in 2003 is estimated at \$1 million. The amount left to carry over to next year is approximately \$93,000. The PFS members will discuss how to use the remaining funds at the Annual Meeting.

**3. Review and Discuss Project Scopes**

TMC Operator Requirements Matrix – Phase 2

- This project needs a champion. Volunteers to champion the TMC Operator Requirements and Position Descriptions, Phase 2 project should contact Jon Obenberger or Tom Granda.

CMS Operation & Messaging Research – Phase 2

- The scope of work will be sent to the project team the week of April 21. The scope will be finalized in 30-60 days. Non-team members should contact URS or Jon Obenberger for a copy of the scope of work.
- URS will send out a notice to TMC PFS members before the Kick-off Meeting to solicit project team members.
- This project will address both permanent and portable message signs

TMC Business Plan

- The scope of work will be sent to the Contract Office for review. Obenberger will send the scope to Robert Copp of Caltrans and John Corbin of WisDOT in the next several weeks.

**4. Review and Discuss Proposed Projects for 2003**

- Three previously listed projects will be funded by the FHWA, and therefore, none of the TMC PFS funds will be required for those projects. The three projects are:
  - Migration Plans and Procedures for TMS
  - Ramp Management and Control Handbook
  - Acceptance Testing for TMS
- Based on the 1<sup>st</sup> round voting, 10 top-ranked projects advanced to the 2<sup>nd</sup> round of project selection. Members are asked to score the 10 projects and submit their votes and comments to Ming-Shiun Li of URS by Monday, April 21.
- Jeff Benson, URS, noted that the project selection process is flexible, and suggestions on new project ideas are still accepted.

### Review and Discuss of Project Proposals

#### TMC Clearinghouse

- Richard Reeves from Texas DOT noted that on-going maintenance, support and update of the clearinghouse database needs to be addressed.

#### TMC Performance Monitoring, Evaluation and Reporting

- Obenberger noted that this project will build off the NCHRP Freeway Monitoring, Evaluation and Reporting Project.

#### TMC Staffing Model

- Manny Agah, Arizona DOT, suggested that the project should address the advantages and disadvantages of using DOT employees and contractors in TMCs.
- Consider not only operators in control rooms but also IT and technical staff in support of TMC operations.
- Obenberger noted that the project needs to look at experience and tools from other industries and areas.

#### TMC Building and Control Center Design Handbook

- Members should send examples related to TMC building and control center design to Ming-Shiun Li to be posted on the TMC web site.

#### Link Travel Time Options

- This project will include documenting the experiences of those agencies that perform travel time estimates.
- May include identification of desirable segmentation used for travel time reporting.

#### Information Displays at Freeway Entrances/Exchanges

- The budget for this project does not include a field test, but would include initial planning for such a test.
- Mark Newland noted that Indiana will be doing something like this around Louisville, which should be operational by the end of the summer of 2003.
- Li to forward lessons learned from previous Indiana exercise to Obenberger and Granda.
- Li to contact Mike Hardy of WisDOT regarding lessons learned from Milwaukee Arterial Traveler Information Test.

- Li to contact Nick Thompson of MnDOT to obtain a copy of a similar report.
- John Corbin, WisDOT, noted that he was disappointed that the TMC Regional Outreach Workshop did not score high enough to advance to the 2<sup>nd</sup> round. This project can be brought up again at the Annual Meeting. Robert Copp suggested may cover this in the Communications Plan.

## **5. Review Draft TMC PFS Communications Plan**

TMC PFS members can send comments on the Draft Communications Plan to Li. A Final Draft will be available for review at the Annual Meeting.

## **6. Identify TMC PFS Future Direction, Revise Charter & Identify Succession for Co-Chair**

- An ad hoc committee to recommend the strategic focus of the TMC Pooled Fund Study, including types of projects to pursue in the future and recommendations for a new co-chair before the Annual Meeting.
- Members who would like to participate in the committee should contact Li of URS. Volunteers so far include Kurt Aufschneider (New Jersey DOT), Robert Copp (CalTrans), Bill Stoeckert (Connecticut DOT), John Corbin (Wisconsin DOT), Gene Donaldson (Delaware DOT), and Nick Thompson (Minnesota DOT).

## **7. Preparation for the 2003 TMC PFS Annual Meeting**

- Members with any questions or comments on the Annual Meeting agenda should contact Li.
- Members whose states will pay for travel arrangements should go ahead and make travel arrangements and hotel reservations. Hotel reservations must be made by May 9 to reserve the rooms in the designated block.
- Members who need FHWA's financial support for travel should contact Paul Lamb of URS ([paul\\_lamb@urscorp.com](mailto:paul_lamb@urscorp.com) or 612-373-6463) by May 2 with their preferred travel dates and times. When members confirm attendance, URS will forward travel instructions to those members needing travel assistance.

## **8. Next Meeting**

### Annual Meeting

- The Annual Meeting will be held on June 3 and 4 at the National Highway Institute in Arlington, VA.

## **Action Items:**

1. URS will contact agencies that have not committed or obligated FY 2003 funds.
2. Volunteers to champion the TMC Operator Requirements & Position Descriptions – Phase 2 to contact Jon Obenberger or Tom Granda.
3. URS to send scope of CMS Operation and Messaging Research – Phase 2 to the project team the week of April 21. Non-team members can request a copy of the scope from URS or Jon Obenberger.

4. *URS to send a notice CMS Operation & Messaging project members before Kick-Off Meeting.*
5. *Obenberger to send Copp and Corbin the TMC Business Plan scope after the Contract Office has reviewed it.*
6. *Members to submit revised New Project Ballots to Li by April 21*
7. *Members to send Li examples related to TMC building and control center design to be posted on TMC PFS web site.*
8. *Li to forward lessons learned from other Information Display at Freeway Entrance projects to Obenberger and Granda.*
9. *Members to send Li comments on Draft Communications Plan.*
10. *Members interested in joining ad hoc committee of TMC PFS Future Direction to contact Li.*
11. *Members who do not need travel assistance from FHWA should make hotel reservations by May 9 and flight arrangements.*
12. *Members who do need FHWA travel assistance should contact Li or Lamb by May 2.*

**Transportation Management Center Pooled Fund Study  
Quarterly Conference Call, April 16, 2003  
Attendees**

<u>Name</u>	<u>Representing</u>	<u>Phone</u>
Bill Stoeckert	Connecticut DOT	(860) 594-2630
Robert Copp	Caltrans	(916) 654-6912
Manny Agah	Arizona DOT	(602) 712-7640
Monica Kress	Caltrans	(916) 651-9054
Lap Hoang	Florida DOT	(850) 414-7619
Mark Demidovich	Georgia DOT	(404) 635-8009
Jeff Galas	Illinois DOT	(708) 524-2145
Mark Newland	Indiana DOT	(317) 232-5523
Nick Thompson	Minnesota DOT	(612) 341-7269
Paul Cammack	Nebraska DOT	(402) 471-1808
Dottie Shoup	Nebraska DOT	(602) 252-1951
John Domina	Nevada DOT	(775) 888-7237
Ed Roberts	New York State DOT	(518) 457-1232
Paul Barrett	New York State DOT	(518) 485-7741
Dan Leonard	Pennsylvania DOT	(717) 705-1448
Richard Reeves	Texas DOT	(512) 416-3321
David Kinnecom	Utah DOT	(801) 887-3707
Joe McBride	Utah DOT	
Catherine McGhee	Virginia DOT	(434) 293-1973
Vinh Dahg	Washington DOT	(206) 440-4462
John Corbin	Wisconsin DOT	(414) 227-2150
Jon Obenberger	FHWA	(202) 366-2221
Cherie Kittle	FHWA	
Tom Granda	FHWA	(202) 493-3365
Felipe Luyanda	FHWA	(202) 493-3368
Jeff Benson	URS	(612) 373-6444
Ming-Shiun Li	URS	(612) 373-6335